

# Donia Feroz

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## Overview

15 years of experience in various domains and provided Administrative, Financial, Project, HR and Executive services and especially skilled at building effective, productive working relationship with staff and committed to serve excellence in terms of meeting required work turnaround time, task and project deadlines. Want to utilize my knowledge and related experience, securing a responsible and challenging position, where I may contribute to the growth of my prospective employer and myself along with tact and honesty.

## Work Experience

### Compensation & Benefits Analyst in Deem Finance (Formerly known as Dunia Finance)

Aug 2015 – till

- Handling of the employee life cycle from on boarding to off boarding
- Responsible for monthly payroll processing and managed 1500+ employee's payroll
- Post payroll journal entries
- HR Accounts reconciliation and balance sheet proofing and amortization schedules
- Maintaining employee benefits record to assist finance for monthly accruals and management of people cost, budgeting
- Managing outsourced agencies which include, complete employee life cycle from on boarding to off boarding, invoices, services quality, workflow plans, ensuring adherence to contractual obligations
- Handling employees' Insurance renewals, reconciliation, quotation /benefit comparisons, coordination with brokers
- Handling employees' Midyear and Annual performance, goals setting and preparing Excellence Curve
- Track employee performance ratings and PIP process.
- Assist manager in annual bonus and increment and retention process
- Assist manager in strategic improvements to the current systems, policies and SOPs, staff release issues
- Preparing and analyzing reports related to workforce planning, budgeting and headcount, budgeted vs. actual people cost & Headcount
- Preparing KRI, RCSA, reports & HR Dashboards
- Preparing offer letters and fitments
- Assist in resolving all HR-related employee issues
- Administering the day-to-day employee request; expense claims, overtime, leave management, services request letters
- Handling all internal and external Audits
- Managing employee databases and handle assign projects by the Line manager or HOD

### Assistant Manager HR in Crete Sol Private Limited

July 2018 –April 2020

- Manage Recruitment Process from screen to on boarding
- Preparer employee contracts, JDs and timely review for reporting
- Develops policies, procedures, SOPs, staff performance & promotional plans
- People cost Budgeting and Planning
- Leave management
- Payroll processing (regular and off-cycle)
- HR accounts reconciliation and proofing
- Sales account reconciliation of payable and receivables
- Receive quotation and process
- Preparation of staff evaluating reports, logistic procedures and policies
- Perform any other task assigned by Management

### Finance Officer in JMAS

Feb 2011 – Feb 2012

- Maintaining strict financial controls
- Review of all support documents (receipts, invoices, and contracts) for payments.
- Petty Cash, cash advances, bank and vendor/s handling and maintaining Accounts payables & Receivables
- Perform a weekly cash count
- Ensure proper filing and compliance with the financial policies and guidelines of JMAS.
- Set up, maintain, and monitor internal controls at all JMAS locations
- Bank Reconciliation Statements for closing months.
- Prepare Cash Forecasting and BvA's for all new projects.
- Provide financial assistance in budgeting
- Liaise with the FM over expenditure variances.
- Prepare and process payroll, including pay slips

- Any other task assign by FM

#### **Finance Assistant in Mobile Immunization & Healthcare Organization (MIHO)**

*Jun 2008 – Dec 2010*

- Maintain Financial control and work plans
- Deal with all bank matters. (Account opening, Monthly Funds, Salaries transfers Bank statements, drafts, cheque book etc) and Bank Reconciliation Statements for closing months
- Maintain Account Payables and receivables, Prepare Vouchers, and Cash book handling
- Tax dealing (Pay tax paid on supplies, service salaries and rentals)
- Review all support documents (receipts, invoices and contracts) for payments and keep track of project funds received disbursements, financial obligations and advances
- Prepare payroll and salary sheets.
- Update Internal BvA's for all running projects on monthly basis.
- Analysis BVAs to ensure no errors are present for expenditure made by the field.
- Highlight any over or under expenditure to the budget holder
- Deals and processes quotations and procurement and prepare comparative statements.
- Prepare Monthly and yearly staff performance evaluation reports.
- Deals with food Accounts for foreign employees.
- Provide assistance in Budgeting, forecasting, monitoring, reporting and auditing
- Any additional task as requested by the Director of Finance or Chairperson

#### **Admin Assistant, Mobile Immunization & Healthcare Organization (MIHO)**

*Apr 2007 – May 2008*

- Maintaining attendance and meeting controls
- Assist the head of unit in the recruitment process, logistics and administration of the Operations units
- Prepare contracts and agreements and quotations
- Assist HOD in preparation of staff evaluating reports, Logistic procedures and policies and other guidelines
- Coordinate with foreign bodies of the company on the face of Admin section.
- Maintain all hard and soft electronic filing records
- Perform other tasks assigned by Chairman and HOD

#### **Program Assistant, Mobile Immunization & Healthcare Organization (MIHO)**

*Dec 2006 – Mar 2007*

- Maintain and check field reports, and review them from time to time for reporting.
- Keeping an eye on operational activities as well as records in absences of Program Manager and co-ordinate with Director Operations for weekly reporting
- Assist the head of the unit in establishing and administrating the unit.
- To set up requirements and if necessary, terms of reference for evaluation studies and impact assessment
- To oversee and manage all financial and administrative resources related to the implementation of the projects
- Coordinate with management in addressing project administrative and financial issues as necessary budget monitoring, preparing various forms for submission to administration/finance & preparing financial reports related to program
- To maintain documentation, preparation and submission of material to donors and directors
- Assist management in making guidelines and procedures for the company
- Coordinate with Director Operations and Program Manager for monthly, quarterly and yearly meetings and work plans and guidelines

#### **Education**

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- Master of Business Administrations (Finance and Accounting) – 2009
- Bachelor in Arts (Geography, Journalism and Sociology) – 2006
- Intermediate Degree (Sociology, Political Science and Psychology) – 2004
- Secondary School Certificate (Biology, Physics and Chemistry) –2022

#### **Skills**

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- Analytics
- Team worker
- Leadership
- Vendor Management
- Decision Making
- Problem Solving
- Proactive